

PROJECT OBJECTIVES, GOALS, AND IMPLEMENTATION (POGI)

The English Access Microscholarship Program

Office of English Language Programs ECA/A/L

Reference Number ECA/A/L 09-02

The POGI guidelines apply specifically to the Request for Grant Proposals (RFGP) issued by the Bureau of Educational and Cultural Affairs, Office of English Language Programs for the FY2009 English Access Microscholarship Program. Proposals must conform to the RFGP, the Guidelines stated in this document, and the standard Proposal Submission Instructions (PSI). Applications not adhering to the conditions set forth herein may be deemed technically ineligible. These guidelines are specific to the program mentioned above and are IN ADDITION TO the Standard Guidelines outlined in the PSI. If there is a perceived disparity between the standard and program specific guidelines and the program information supplied in the accompanying RFGP, the RFGP is to be the dominant reference.

I. STATEMENT OF WORK

The English Access Microscholarship Program (Access Program) provides a foundation of English language skills to bright, non-elite 14 - 18 year old students worldwide through scholarships for two years of after school classes and intensive summer learning activities. Access students gain an appreciation for U.S. culture and democratic values, increase their ability to participate successfully in the socio-economic development of their countries, and gain the ability to compete for and participate in future U.S. exchange and study programs. The program also supports in-service teacher training for select Access teachers and directors. The Bureau of Educational and Cultural Affairs' Office of English Language Programs (ECA/A/L), based on input from U.S. Embassies' Public Affairs Sections, selects the schools or other in-country educational service providers that conduct the classes, as well as the students who receive the scholarships. Because of the Program's multi-regional scope, the method of instruction, curriculum, textbooks, tests, hours of instruction, cost per student, etc., vary considerably from country to country, and sometimes within a single country. Under the close supervision of ECA/A/L, the cooperative-agreement recipient will disburse funds to in-country educational service providers in countries around the world and will conduct at least two summer workshops in the United States, one for selected directors and teachers and the other for selected students.

Responsibilities for this particular project include:

1. Disbursement of funds: ECA/A/L will provide written instructions to the Cooperative Agreement recipient identifying the in-country educational service providers as well as the amount of funds to be disbursed to each. The recipient will only disburse funds based on written instructions from ECA/A/L. Ideally, the recipient will disburse funds quarterly to each in-country educational service provider (some U.S. Embassies work with more than one in-country educational service provider), but a lump sum disbursement may be authorized by ECA/A/L. The recipient will work with ECA/A/L, U.S. Embassies, and in-country educational service providers to determine the most efficient means of disbursement.
2. Fiscal Management: The recipient will maintain and transmit in a timely fashion to ECA/A/L precise quarterly and year-end fiscal reports in both hard and soft copies.
3. Workshop for Program Directors and Teachers: The recipient will plan, conduct and fund at least one workshop (approximately two weeks or more in duration) in the U.S. for approximately 12 - 25 directors and teachers of the Program, chosen by ECA/A/L from nominations by embassies. The workshop will focus on the latest English as a Foreign Language (EFL) methodology, linguistic enhancement, educational leadership, cultural interchange and "best practices" in the classroom. In addition, participants will develop a project to implement with Access students in their countries.
4. Workshop for Program Students: The recipient will plan, conduct, and fund at least one workshop (approximately two weeks or more in duration) in the U.S. for approximately 20 - 25 English Access Microscholarship Program students, chosen by ECA/A/L from nominations by embassies. The workshop will focus on giving the students a rich cultural immersion experience in U.S. culture and the English language and will entail travel to several cities in diverse regions of the United States.
5. J-1Visas: The recipient will be responsible for issuing DS-2019s to participants in the workshops. ECA/A/L may assist in issuing DS-2019s only when necessary.
6. Insurance: In order to comply with J visa requirements, participants in the workshops described in items 3 and 4 above should be enrolled in the Bureau's insurance program.

II. PROGRAM SPECIFIC GUIDELINES

The Bureau anticipates providing English Access Microscholarships to approximately 10,000 students worldwide with FY2009 funding. The participating countries are: Afghanistan, Albania, Algeria, Argentina, Azerbaijan, Bahrain, Bangladesh, Benin,

Bosnia and Herzegovina, Brazil, Burkina Faso, Burma, Cambodia, Chad, Chile, China, Cote d'Ivoire, Cyprus, Democratic Republic of the Congo, Ethiopia, Egypt, India, Indonesia, Israel, Jordan, Kazakhstan, Kyrgyzstan, Kenya, Kosovo, Kuwait, Lebanon, Libya, Malaysia, Mauritania, Mexico, Mongolia, Morocco, Mozambique, Niger, Nigeria, Oman, Pakistan, Peru, Philippines, Russia, Saudi Arabia, Senegal, Sri Lanka, South Africa, Syria, Tajikistan, Tanzania, Thailand, Togo, Tunisia, Turkey, Turkmenistan, United Arab Emirates, Uruguay, Uzbekistan, West Bank/Gaza, and Yemen.

The plans for at least two U.S. workshops (at least one for Program directors and teachers and at least one for Program students) should be submitted as part of the proposal. The workshops should be conducted in the summer. The cooperative-agreement recipient will provide sufficient funds to the in-country educational service providers identified by ECA/A/L to pay for the selected participants' round trip tickets to the United States, as well as domestic travel, per diem and lodging in the United States during the workshops.

The cooperative-agreement recipient will be responsible for issuing DS-2019s, where applicable.

III. PROPOSAL CONTENTS

Applicants should submit a complete and thorough proposal describing the program in a convincing and comprehensive manner. Since there is no opportunity for applicants to meet with reviewing officials, the proposal should respond to the criteria set forth in the solicitation and other guidelines as clearly as possible.

Proposals should address succinctly, but completely, the elements described below and must follow all format requirements. **NOTE:** Proposals submitted through Grants.gov may only be submitted in the following formats:

- Microsoft Word
- Microsoft Excel
- Adobe Portable Document Format (PDF)
- ASCII Text
- Joint Photographic Experts Group (JPEG images)

Proposals should include the following items:

TAB A - Application for Federal Assistance Cover Sheet (SF-424)

TAB B - Executive Summary

In one double-spaced page, provide the following information about the project:

1. Name of organization/participating institutions
2. Beginning and ending dates of the program
3. Proposed theme
4. Nature of activity
5. Funding level requested from the Bureau, total program cost, total cost-sharing from applicant and other sources
6. Scope and goals
 - a. Number and description of participants
 - b. Wider audience benefiting from program (overall impact)
 - c. Geographic diversity of program, (both in the U.S. and overseas)
 - d. Fields covered
 - e. Anticipated results (short and long-term)

TAB C

Calendar of activities/itinerary

Narrative

In 20 double-spaced, single-sided pages, provide a detailed description of the project addressing the areas listed below.

1. Vision (statement of need, objectives, goals, benefits)
2. Participating organizations
3. Program activities (disbursement of funds, development of plans for U.S. workshops, issuing DS-2019s, etc.)
4. Program evaluation
5. Follow-on
6. Project management
7. Work plan/Time frame

TAB D - Budget Submission

1) Budget Information – Non-Construction Programs (SF-424A)

2) The Bureau's goal is to maximize the number of scholarships awarded; and it expects that approximately 85 (eighty-five) percent or more of the funds provided through this cooperative agreement will be used for scholarships in-country and for implementation of other requested program elements (workshops, etc).

3) Administrative costs can include staff salaries, including staff to carry out the workshop phases of the Program.

4) Costs associated with planning, conducting, and funding at least two workshops in the United States: one workshop (approximately two weeks or more in duration) for approximately 12 - 25 Program directors and teachers; and one workshop (approximately two weeks or more in duration) for 20 - 25 Program students. Costs should at minimum include: the participants' international and domestic transportation, U.S. per diem, space rental, workshop materials, participants' pre-departure costs such as visa costs, necessary travel to obtain visas, etc.

TAB E

Letters of endorsement

Resumes

Resumes of all Program staff should be included in the submission.

Resumes should not exceed two pages.

TAB F

1) SF-424B, "Assurances - Nonconstruction Programs".

2) First time applicant organizations and organizations which have not received an assistance award (grant or cooperative agreement) from the Bureau during the past three (3) years, must submit as an attachment to this form the following: (a) one copy of their Charter OR Articles of Incorporation; (b) a list of the current Board of Directors; and (c) current financial statements. Note: The Bureau retains the right to ask for additional documentation of those items included on this form.

3) **Please note:** Effective January 7, 2009, all applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

-- Those who file Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form.

-- Those who do not file IRS Form 990 must submit information above in the format of their choice.

In addition to final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program

reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one- page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

4) Include other attachments, if applicable, i.e. the SF-LLL form, etc.

IV. REVIEW PROCESS

Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Bureau grant panels for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department elements. Final funding decisions are at the discretion of the Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards (grants or cooperative agreements) resides with the Bureau's Grants Officer. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the Program and availability of funds.

The submission will be reviewed with the following review criteria in mind:

1. *Quality of the Program idea:* Proposals should exhibit originality, substance, precision, and relevance to the Bureau's mission.
2. *Program planning:* Detailed agenda and relevant work plan should demonstrate substantive undertakings and logistical capacity. Agenda and plan should adhere to the Program overview and guidelines described above.
3. *Ability to achieve Program objectives and institutional capacity:* Objectives should be reasonable, feasible, and flexible. Proposals should clearly demonstrate how the institution will meet the Program's objectives and plan. Proposed personnel and institutional resources should be adequate and appropriate to achieve the Program or project's goals
4. *Institution's Record/Ability:* Proposals should demonstrate an institutional record of successful exchange programs, including responsible fiscal management and full compliance with all reporting requirements for past

Bureau awards (grants or cooperative agreements) as determined by the

Bureau's Office of Contracts. The Bureau will consider the past performance of prior recipients and the demonstrated potential of new applicants.

5. *Support of diversity:* Proposals should demonstrate the recipient's commitment to promoting the awareness and understanding of diversity.

6. *Project evaluation:* Proposals should include a plan to evaluate the activity's success, both as the activities unfold and at the end of the Program. The Bureau recommends that the proposal include a draft survey questionnaire or other technique for workshops, plus description of a methodology to be used to link outcomes to original project objectives. Award-receiving organizations/institutions will be expected to submit intermediate reports after each project component is concluded or quarterly, whichever is less frequent.

7. *Cost-effectiveness and Cost-Sharing:* The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate. Proposals should maximize cost-sharing through other private sector support as well as institutional direct funding contributions.

ADHERENCE TO ALL REGULATIONS GOVERNING THE J VISA

The Bureau of Educational and Cultural Affairs places critically important emphases on the security and proper administration of Exchange Visitor (J visa) Programs and adherence by award recipients and sponsors to all regulations governing the J visa. Therefore, proposals should demonstrate the applicant's capacity to meet all requirements governing the administration of Exchange Visitor Programs as set forth in 22 CFR 62, including the oversight of Responsible

Officers and Alternate Responsible Officers, screening and selection of program participants, provision of pre-arrival information and orientation to participants, monitoring of participants, proper maintenance and security of forms, record-keeping, reporting and other requirements.

The cooperative-agreement recipient will be responsible for issuing DS-2019 forms to participants in this program. ECA may issue DS-2019 forms to students in the workshop if necessary. A copy of the complete regulations governing the administration of Exchange Visitor (J) programs is available at <http://exchanges.state.gov/> or from:

United States Department of State

Office of Exchange Coordination and Designation
ECA/EC/ECD - SA-44, Room 734
301 4th Street, S.W.
Washington, D.C. 20547
Telephone: (202) 203-5029
FAX: (202) 453-8640

APPLICATION SUBMISSION

The RFGP indicates the date the complete proposal is due and the manner in which proposals must be submitted. There are NO EXCEPTIONS to this deadline. For further information regarding this Program, call Ms. Melissa Fernandez, English Access Microscholarship Program Officer, at (202) 453-8855, ECA/A/L; Fax: (202) 453-8858; e-mail: FernandezMA5@state.gov.